

1997 ECONOMIC CENSUS
Information Sector

INSTRUCTIONS FOR FORMS SV-7801, SV-7802, SV-7804, SV-7805, SV-7806, SV-7807

This 1997 Economic Census instruction sheet covers establishments engaged in activities covered in the Information sector.

If an establishment is **NOT** engaged in any of the prelisted kinds of business on its respective report form, **DESCRIBE** its business or activity **IN ITEM 8 AND COMPLETE** the report as accurately as possible.

CONFIDENTIALITY

Your response to items on all forms is **STRICTLY CONFIDENTIAL**. Your firm's reports will be used solely for developing summary statistics. **THEY CANNOT BE USED FOR PURPOSES OF TAXATION, INVESTIGATION OR REGULATION.**

DEFINITION OF ESTABLISHMENT

An establishment is a single physical location at which business is conducted or services are provided. This includes all locations of a company or organization, including administrative offices, warehouses, etc., which were in operation at any time during 1997. Locations with no paid employees, including broadcasting antennas, telephone relay and switching stations, and other similar facilities, are not considered separate establishments.

COMPANIES WITH MORE THAN ONE ESTABLISHMENT

If the first digit of the 11-digit Census File Number (CFN) printed on the label begins with a 'zero' and this company or organization operated more than one establishment (location) under the same Employer Identification Number (EIN) shown in the label (or as corrected in Item 1) at the end of 1997:

- o Item 2 — Enter the location of your headquarters.
- o Item 3 through part c of Ownership, Control, and Locations of Operation Item — Report the combined data for the entire company or organization.
- o Part d of the Ownership, Control, and Locations of Operation item — Provide information separately for each establishment, including headquarters. List the location of your headquarters first.

Other companies or organizations should complete a separate report form for each establishment owned or controlled by your company or organization.

If you did not receive a separate form for each establishment, call 1-800-233-6136 between 8:00 a.m. and 8:00 p.m., eastern time, Monday through Friday, to request forms.

GENERAL INSTRUCTIONS

- o Each report should cover calendar year 1997. If book figures are not available, **estimates** are acceptable.
- o If an establishment stopped operating before January 1, 1997, indicate action and date in item 3b and return the form.
- o If an establishment stopped operating during 1997; i.e., it was closed, sold, or leased to another company or organization, complete the report for the portion of 1997 that the establishment was in operation.
- o Receipts and payroll data should be rounded to the nearest thousand dollars as illustrated on the form.
- o If you have any questions or if any communication regarding the reports is necessary, reference the 11-digit Census File Number (CFN) printed in the address label.
- o If additional space is necessary to complete any item, use the remarks section at the end of the form (if applicable) or attach a separate sheet. If extra sheets are added, write the CFN and the item number at the top of each additional page.

- o Please make photocopies of your completed forms and retain the copies in your files.
- o Respondents are not required to respond to any information collection unless it displays a valid approval number from the Office of Management and Budget (OMB). The OMB 8-digit number appears in the upper right corner of this questionnaire.
- o Public reporting burden for this collection of information is estimated to vary from 12 minutes to 9 hours and 24 minutes per response, with an average of 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Associate Director for Administration/Comptroller, Attn: Paperwork Reduction Project 0607-0834, Room 3104, Federal Building 3, Bureau of the Census, Washington, DC 20233.

INSTRUCTIONS FOR SELECTED ITEMS

Item 3. OPERATIONAL STATUS

- Part b.** Mark the one box that best describes the operational status of the establishment at the **end of 1997**.
1. In operation — The establishment was open and actively conducting business on December 31, 1997.
 2. Temporarily or seasonally inactive — Although not conducting business at the end of 1997, the establishment will eventually reopen and conduct business under the same Employer Identification Number (EIN). (Examples: Businesses in resort areas that close during the "off-season"; establishments that temporarily close for remodeling)
 3. Ceased operation — The establishment has gone out of business or closed and does not plan to reopen. Provide the **month and year** that the establishment ceased operation. Complete all items for the portion of 1997 during which the establishment was in operation.
 4. Sold or leased to another operator — The establishment was sold or leased to another company or organization. Provide the **month and year** that the change occurred and indicate the name and address of the new owner or operator. Complete all items for the portion of 1997 prior to the change.

Item 4. LEGAL FORM OF ORGANIZATION

Indicate the legal form of organization used for tax purposes by the establishment. Mark (X) "government" if the establishment is operated by or is under the control of a government entity or a board of directors either appointed by such an entity or publicly elected.

Item 5. DOLLAR VOLUME

Include:

- o Gross receipts from services provided, from the use of facilities, and from merchandise sold in 1997, whether or not payment was received in 1997. Include royalties, license fees, and other payments from the marketing of intangible products (e.g. licensing the use of or granting reproduction rights for software, musical compositions, and other intellectual property).
- o Receipts from FOREIGN parent firms, subsidiaries, branches, etc.
- o Receipts from the rental and leasing of vehicles, equipment, instruments, tools, etc.
- o Total value of service contracts.

- o Market value of compensation received in lieu of cash.
- o Amounts received for work subcontracted to others.
- o Dues and assessments from members and affiliates.
- o This establishment's share of receipts from departments, concessions, and vending and amusement machines operated by others.
- o Public broadcast stations and libraries should include contributions, gifts, grants, and income from interest, rental of real estate, and dividends; all others should exclude such revenues.
- o If total receipts is zero, report a zero in Item 5 and explain in the remarks section of the form.

Exclude:

- o Sales and other taxes collected directly from customers or clients and paid directly to a local, State, or Federal tax agency.
- o Gross receipts collected on behalf of others.
- o Gross receipts of departments or concessions operated by others.
- o Sales of used equipment previously rented or leased to customers.
- o Proceeds from the sale of real estate (land and buildings), investments, or other assets (except inventory held for resale).
- o Contributions, gifts, grants, and income from interest, rental of real estate, and dividends **except** for public broadcast stations and libraries.
- o Domestic intracompany transfers.
- o Receipts of foreign subsidiaries.
- o Other nonoperating income (e.g.,franchise fees).

Item 6. PAYROLL

Answer this item according to the guidelines outlined below. (Definitions are the same as those used on the Employer's Quarterly Federal Tax Return, Form 941, and as described in Circular E, Employer's Tax Guide.)

If employees worked at more than one location, report payroll for employees at the ONE location where they spent most of their working time.

Include:

- o Wages, salaries, tips, vacation allowances, bonuses, commissions, and other compensation paid to employees during 1997, whether or not subject to income or FICA tax.
- o Salaries of officers and executives of a corporation.
- o Employee contributions to qualified pension plans.

Exclude:

- o Payments to or withdrawals by proprietors or partners of an unincorporated company.
- o Annuities or supplemental unemployment compensation benefits, even if income tax was withheld.
- o Payrolls of departments or concessions operated by other companies at the establishment.

Item 7. EMPLOYMENT

If employees worked at more than one location, report employment at the ONE location where they spent the majority of their working time.

Include:

- o All full- and part-time employees on the payroll during the pay period including March 12, 1997.
- o Salaried officers and executives of a corporation.
- o Employees on paid sick leave, paid vacations, and paid holidays.

Exclude:

- o Proprietors or partners of an unincorporated company.
- o Employees of departments or concessions operated by other companies at the establishment.

OWNERSHIP, CONTROL, AND LOCATIONS OF OPERATION

Part a. MARK "YES" if — the first digit of the CFN is a zero. Continue with parts b, c, and d.

MARK "NO" if — the first digit of the CFN is not a zero. SKIP to the following item, "Certification."

Part b. MARK "YES" if — **ANOTHER** company **OWNS** more than 50 percent of the voting stock **or** has the power to **CONTROL** the management and policies of your company. Report the requested information for the owning or controlling company in the space provided.

MARK "NO" if —

- o Your company has a franchise entitling it to use a trade name, but is not owned or operated by the franchisor.
- o Your company operates one or more leased departments in an establishment owned by another company, but the other company (the "lessor") does not own or control the department(s).
- o Your company is engaged in the management of a business owned by others.

Part c. Indicate whether your company owns more than 50 percent of the voting stock or has the authority to direct or cause the direction of management and policies of any subsidiaries and/or affiliates. If yes, report the requested information for the owned or controlled company in the space provided.

Part d. Report the number of establishments operating under the EIN shown on the address label (or as corrected in item 1) at the end of 1997. Include all selling and service locations and any other facilities such as warehouses, administrative offices, etc., in operation at the end of 1997. Establishments with no paid employees are not considered separate establishments.

If MORE THAN ONE establishment was operating under the EIN:

- o List the location of the headquarters first.
- o Provide the name, physical location, address, ZIP Code, kind-of-business description, receipts, annual payroll, and employment for headquarters and EACH location. Continue on a separate sheet if necessary.
- o Data for establishments operated during 1997 but not in operation at the end of the year should be combined with the headquarters location.
- o The sum of receipts, annual payroll, and employment should equal the amounts reported in items 5, 6a, and 7, respectively.
- o If the employees worked at more than one location, report annual payroll and employment for employees at the ONE location where they spent most of their working time.